

**Undergraduate Curriculum Committee  
Meeting Minutes  
August 25, 2016  
Library 331**

**Members Present:** Diana Bailey, Lisa Driskell, Eric Elliott, Sean Flanigan, Keith Fritz, Geoffrey Gurka, Jennifer Hancock, Glenn Hoff, Eliot Jennings, Scott Kessler, Jennifer LaBombard-Daniels, Susan Longest, and Jill Van Brussel.

**Ex-officio members present:** Kurt Haas, Rose Petralia, Holly Teal

**Guest:** Gigi Richard, Coordinator of Civil Engineering Program Development

**Recording Secretary:** Jessie Barnett

Vice Chair Kessler called the meeting to order at 3:30.

## **I. Introductions**

Introductions were made. New members include Elliott, Flanigan, Fritz and Hoff. Returning members include Bailey, Driskell, Gurka, Hancock, Jennings, Kessler, LaBombard-Daniels, Longest and Van Brussel.

## **II. New Business**

### **a. Election of Officers**

Vice Chair Kessler resigned his current position and with the permission of the committee, continued to run the meeting

Kessler opened the floor for nominations for position of vice chair. **Motion: to nominate Lisa Driskell to serve as vice chair (Hancock).** There were no further nominations. **Driskell was unanimously elected as vice-chair.**

Newly elected Vice Chair Driskell opened the floor for position of chair. **Motion: to nominate Scott Kessler to serve as chair (Hancock).** There were no further nominations. **Kessler was unanimously elected as chair.**

### **b. Approval of 15-16 Combined Curriculum Committee Annual Report (Sent to committee to review on 5/12/2016 and distributed with agenda)**

**Motion: To approve the 15-16 Combined Curriculum Committee Annual Report (Gurka).** There was no discussion. **Motion carried.**

### **c. Acknowledgement of Information Item: BSCE, Civil Engineering Partnership Program with CMU/CU-Boulder (advising sheet distributed with agenda)**

**Motion: To acknowledge the review of the Civil Engineering partnership program advising sheet (Gurka).** Discussion included a brief update from Richard, who advised the committee

that the M.O.U with CU-Boulder had been finalized over the summer. Review of the advising sheet prior to the meeting allowed for minor typos to be corrected. **Motion carried.**

- d. Acknowledgment of Report of Executive Subcommittee Action from 5/2/2016; approved by Faculty Senate 5/5/2016 (distributed with agenda).

**Motion: to acknowledge the 5/2/16 report of executive subcommittee action (Hancock).** There was no discussion. **Motion carried.**

- e. Acknowledgement of program status. A new program was initially approved as “BA, Early Childhood Teaching-Special Education” by UCC on 2/25/16 and Faculty Senate on 4/21/2016. The CMU VPAA and Board of Trustees approved the program as “BA, Early Childhood Education, Special Education Concentration.” The program needs approval from CDE and CDHE before implementation.

**Motion: to acknowledge the status of the BA, Early Childhood Education, Special Education Concentration (Hancock).** There was brief discussion. It was clarified that final approval is still pending at the state level. LaBombard-Daniels will let the committee know when final approval is received. **Motion carried.**

- f. Acknowledgement of change to course number for new course. A course addition for *NURS 450 Capstone* was approved 2/25/2016. Due to the number being unavailable in Banner, the course was implemented as NURS 470 per Registrar, Department Head, and 15-16 UCC Chair.

**Motion: to acknowledge that the new nursing course was implemented as NURS 470 Capstone rather than NURS 450 (LaBombard-Daniels).** There was no discussion. **Motion carried.**

- g. Acknowledgement of change to course number for new course. A course addition for *THEA 324 Multimedia Technology for the Theatre* was approved 2/25/2016. Due to the number being unavailable in Banner, the course was implemented as THEA 327 per Registrar, Department Head, and 15-16 UCC Chair.

**Motion: to acknowledge that the new theatre arts course was implemented as THEA 327 Multimedia Technology for the Theatre rather than THEA 324 (Gurka).** There was no discussion. **Motion carried.**

### III. Curriculum Proposals

(No Curriculum proposals entertained at August meetings)

The committee was reminded that new curriculum proposals are generally not considered at the August meeting. Members were encouraged to let the chair know in advance of proposals their departments are working on.

### IV. Information Items

The following items are related to proposals approved during AY 2015-16 with further modifications required:

- i. NURS 107L. Existing 2 credit hour course.  
Course modified on 2/25/2016. Dept. intends for course to be 3 credit hour course but an increase in credit hours was not included in the proposal.  
Course is listed as 3 credit hour course on the program sheet.
- ii. The Health Sciences department realized different implementation dates were needed on a variety of their course changes from Spring 2016 after UCC approval. The department will submit a request to change effective dates for the appropriate courses, which will include the dates originally approved.
- iii. Program addition issue: BM, Music with Elective Studies in Business and Entrepreneurship.

This new program was approved by CMU BOT, May 2016. During June 2016, Dr. Hofer, Department Head of Music, realized that the correct interpretation of NASM accreditation degree standards required removing “Entrepreneurship” from program title. Documents worked on over the summer referenced the program as:

Music with Elective Studies in Business\*

\*Program name pending final approval from CMU Board of Trustees

The department will submit a program modification to officially change the program name.

Chair Kessler clarified that the above information items do not require committee action at this meeting, but are related to issues that arose since the last meeting regarding recently approved proposals. It is hoped that including items in this section of the agenda will help to ensure that resolution occurs.

## **V. Other**

### **a. Committee Resources**

#### **i. Website**

1. Curriculum Policies and Procedures Manual
2. Curricular change forms for 2016-17
3. Dates and Deadlines for 2016-17  
(Approved Spring 2016; distributed with agenda)

- ii. R:\Curriculum\Program Sheets for Curriculum Program Modifications
  - 1. Program Sheets for modifications
  - 2. Templates for new programs

Barnett demonstrated the committee resources available on the website and shared drive.

b. Committee Processes

Kessler distributed a proposed buddy reviewer assignment, in which brand new members of the committee, as well as the members of the executive subcommittee, do not serve as a buddy reviewer.

c. New item: discussion of separate catalog course descriptions for labs

Longest raised the question of whether or not labs need/can have separate catalog course descriptions for labs and lectures. There was discussion. It was decided that although most share a single description, departments can choose to have separate descriptions if needed.

**Adjournment:**

With no objections from the committee, Chair Kessler adjourned the meeting at 4:37.

Respectfully submitted,

Jessie Barnett  
Recording Secretary